

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
WORK SESSION MINUTES
October 18, 2016

The Work Session of the Highlands Fire District Board of Directors was held on October 18, 2016 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

1. CALL TO ORDER. The meeting was called to order at 3:02 PM
2. ROLL CALL. Pete Kloeber, Jan Hirsch, Bill Murphy, and Robyn Martin were present. Brad Bippus was absent.

Present from administrative staff was Chief Dirch Foreman, Battalion Chiefs Todd Miller and Eric True, Ms. Jayme Jones, Mrs. Robyn Wilson, and Captain Shelby Erickson.

3. CONSIDERATION TO APPROVE AUTHORIZATION FOR CAPITAL PURCHASES.
 - A. DISCUSSION AND CONSIDERATION TO APPROVE THE DISTRICT CAPITAL IMPROVEMENT PLAN, PRELIMINARY CONSTRUCTION BUDGET, AND/OR OPTIONS FOR BUILDING AN ADMINISTRATIVE CENTER AND GARAGE/S. Chief Foreman informed the Board that he received a letter from Loven Contracting outlining the scope of work and conceptual estimate as well as a preliminary construction budget. Chief Foreman reviewed the three construction options. The Board discussed the potential for selling surplus property and timeline for construction completion. Chairperson Kloeber requested Board provide the Chief with direction for proceeding, and make decisions regarding what the project will consist of and how to pay.

Chief Foreman advised the Board that the \$1.3 million project is feasible considering that \$1 million is budgeted in the current fiscal year and construction expenses will run into the next fiscal year. In addition, funds are expected for the sale of the surplus property. Director Martin suggested that the property could be put on the market, and if sold could be leased back to the District until the construction is completed. Chief Foreman believes the crew could vacate Station 22 in order to sell the property.

The Board discussed logistical ramifications of temporarily relocating the Bear Jaw Crew. Captain Erickson believes that Bear Jaw should move to Station 23 and rent a multimodal container for equipment, which would in evidently be needed since the plan's four bay garage is not large enough for everything. Board members agreed that Bear Jaw could also relocate to Station 21.

Chairperson Kloeber stated the Board agrees that the District should pursue buildings the Administrative Center and two garages; however, there is not enough money budgeted. He would not want sign a contract, which relies upon the sale of property. Chief True suggested the Board consider financing remaining \$300,000 and avoid moving offices and/or Bear Jaw. Director Hirsch suggested borrowing the money from Bear Jaw. Ms. Wilson suggested reducing the square footage of the building. Chief Foreman informed the Board that originally the plan design was 2400 sq. ft.; however, the new design is 3400 sq. ft.; the need for a larger building

will be evaluated. Chief True suggested building three bays next to the Admin Center instead of four and five bays across the parking area. He also suggested that District staff could perform the site maintenance. Chairperson Kloeber appreciated the suggestions.

Assuming that we have the money, Chairperson Kloeber asked, which construction method should be used? Chief Foreman recommended a design build process, utilizing a single contractor. There are several local companies that could be employed, including Loven Contracting. The County Attorney will be available at the regular meeting to discuss the legalities regarding selecting a contractor.

The Board discussed authorizing individuals to make decisions regarding project details. Chairperson Kloeber does not believe the Board should be involved in the construction details unless there is a significant budgetary impact.

- B. DISCUSSION REGARDING THE 2017 STRATEGIC PLAN; REVIEW FIRE BOARD/FIRE CHIEF MESSAGES. The Board reviewed the messages for the Strategic Plan prepared by Chairperson Kloeber and Chief Foreman. After discussion, a MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the messages as presented; the motion was unanimously APPROVED.

ADJOURNMENT. The meeting adjourned at 4:35 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III